



PETTY CASH DISBURSEMENT VOUCHER

(Use of this form charges school/dept. budget)

Date Requested:
School Name: Timberbank JPS
Department:
Expense Description:
Total Amount of all receipts attached: \$
Cheque Requested by:
Signature:
NOTE TO REQUISITIONER: ORIGINAL CASHIER'S RECEIPTS or INVOICES MUST BE ATTACHED. VISA AND DEBIT STATEMENTS ARE NOT ACCEPTED AS ORIGINAL RECEIPTS (MULTIPLE RECEIPTS CAN BE USED ON ONE FORM).

FOR SCHOOL OFFICE USE ONLY	
Cheque Date:	
Cheque Amount: \$	Cheque #:
Cheque made Payable to:	
Cash Given To (if applicable):	
General Ledger #:	
Cost Center #:	
Recorded in Quicken: <input type="checkbox"/>	Supporting Documents Attached: <input type="checkbox"/>
Cheque issued by:	
Principal/Cost Centre Manager's Signature:	

NOTE TO ADMINISTRATOR: PLEASE ENSURE TO ATTACH ALL <u>ORIGINAL</u> PETTY CASH DISBURSEMENT VOUCHERS (IN CHEQUE NO. ORDER) & <u>ORIGINAL</u> RECEIPTS TO YOUR: PETTY CASH RECONCILIATION AND REIMBURSEMENT CLAIM FORM AC – 202 AT TIME OF CLAIM SUBMISSION.
